

CONFIDENTIAL

3-2273

MEMORANDUM FOR: Chief, General Services

SUBJECT: Changes in T/O and Ceiling Positions

25X1A

25X1A

1. In accordance with instructions contained in [REDACTED] dated 5 August 1952, the Organization and Methods Service is transferred from the Office of General Services to the Office of the Comptroller, and the Transportation Division of Administrative Services of the Office of General Services (with the exception of the Motor Pool Branch) is transferred to the Office of Procurement and Supply.

2. As a result of this change the revised T/O and ceiling totals for your Office, effective 11 August 1952, are as follows:

	<u>T/O</u>	<u>Ceiling</u>
Prior to Change		
General Services		
Admin. Services		
O & M Services		
Total		
After Change		
General Services		

25X9

3. The T/O change reflects [REDACTED] T/O positions transferred from the Office of General Services (O & M Service) to the Comptroller and the transfer of [REDACTED] T/O positions in the Transportation Division (Administrative Services) exclusive of the Motor Pool Branch to the Office of Procurement and Supply. The three T/O positions for the office of The Chief, Office of General Services and Administrative Services have been abolished.

25X9

4. The ceiling change reflects [REDACTED] ceiling positions transferred from the Office of General Services (O & M Service) to the Comptroller and the transfer of [REDACTED] ceiling positions in the Transportation Division, Administrative Services, exclusive of the Motor Pool Branch to the Office of Procurement and Supply.

25X9

5. Appropriate action may be taken to effect any necessary changes in the T/O positions in accordance with [REDACTED] dated 28 February 1952.

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RPS/HEN:hh

Distribution:

1 - Comptroller

1 - O&M

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1 - PD(C)

1 - W/11

2 - R/S

WALTER REED WOLF
Deputy Director
(Administration)